

## **EDITED KSA LISTING**

### **CLASS: PROPERTY CONTROLLER II**

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*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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	<b>Knowledge of:</b>
<b>K1</b>	General knowledge of basic material handling equipment (e.g., vehicles, forklift, pallet jack, etc.) to effectively and safely move and store equipment/property.
<b>K2</b>	General knowledge of inventory control methodologies (e.g., record keeping, physical counts, reconciliation, issuing, repairs, property disposition, etc.) to effectively account for state owned equipment/property.
<b>K3</b>	General knowledge of office methods and procedures to effectively establish and/or maintain records.
<b>K4</b>	General knowledge of operating personal computers to effectively control an automated record keeping system, produce reports and correspondence, etc.
<b>K5</b>	General knowledge of the State Administrative Manual (SAM) and Departmental Operations Manual (DOM) guidelines to effectively control equipment/property inventory.
<b>K6</b>	General knowledge of basic mathematics to accurately perform calculations required to establish or maintain equipment/property records.

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	<b>Skill to:</b>
<b>S1</b>	Analyze situations accurately and take effective action to prevent potential situations/problems that could impact the safety and security of the facility, the maintenance/accuracy of inventory, etc.
<b>S2</b>	Communicate effectively (written and orally) to facilitate the scheduling of inventories, work with staff/inmates, vendors, etc., in order to perform the functions of a Property Controller.
<b>S3</b>	Determine condition and recommend proper disposition of equipment/property in order to maximize its utilization.
<b>S4</b>	Make basic mathematical calculations to establish or maintain accurate equipment/property records.
<b>S5</b>	Operate office equipment (e.g., typewriters, copiers, personal computers, calculators, etc.) to perform the functions of a Property Controller.
<b>S6</b>	Reconcile physical inventories and/or equipment/property acquisitions with control accounts (e.g., automated database system, accounting reports, etc.) to identify and correct potential discrepancies.
<b>S7</b>	Supervise and/or direct the work of others to complete assigned tasks (e.g., coordination of physical inventories/office moves, storage of equipment/property stock items, etc.).

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	<b>Ability to:</b>
<b>A1</b>	Establish and maintain effective working relationships in order to direct, supervise the work of others, gain cooperation, and/or respond to inquiries.
<b>A2</b>	Maintain sufficient strength, agility, and endurance to perform daily tasks without compromising their health and well-being or that of their fellow employees or inmates.
<b>A3</b>	Read, understand, and write English in a comprehensible manner for proper communication in order to document and/or convey information.
<b>A4</b>	Speak effectively to communicate, direct, supervise the work of others, facilitate instruction/training, and/or respond to inquiries.
<b>A5</b>	Work independently to establish and/or maintain continuity of the property control system.